

# InterAction Investigations Workshop

---

This three-day workshop is a hands-on, highly interactive capacity building opportunity to develop skills in responding to and investigating allegations of SEA within their own organizations. The workshop incorporates role plays and case studies to illustrate the principles and methods for investigating SEA allegations.

---

## **Purpose**

The Investigations Workshop will equip participants with the necessary knowledge and skills to perform internal investigations in response to SEA allegations against NGO staff.

---

## **Objectives**

Participants will learn to:

1. Write an investigation plan that adheres to a set of core principles and includes both accountability and responsibilities for carrying out the investigation and follow up plan.
2. Ensure that investigations are conducted according to previously agreed protocols and procedures and are in line with global good practices.
3. Assess, review, and advise on matters pertaining to the needs of the victims, witnesses, and subjects of investigations.
4. Write a comprehensive investigation report.

---

## **Agenda**

*Please note there will be homework reading Wednesday evening; kindly ensure you will have time that evening to complete the reading.*

Lunch is provided on site. There will be coffee/tea breaks mid-morning and mid-afternoon.

### Day One

8:30	Arrivals and registration
	<b>Session 1. Introductions and Course Overview</b> <i>Knowledge check</i>
	<b>Session 2. Codes of Conduct, Definitions, Core Principles</b>
10:45	Tea break
11:00	<b>Session 3. Overview of investigations</b> Overview – IASC Protocol Risk, vulnerability, and barriers to complaints Principles of investigations; small group work
12:30	Lunch
1:30	Stages of an investigation/introduce BSO Guide
1:45	<b>Session 4. Gathering information</b> What information to gather How to gather; interviewing

2:45	Tea break
3:00	Case study: practice interviewing Mrs. Presley
3:35	Case study: practice interviewing Delilah
4:10	Interview practice plenary discussion
4:45	Review and close for the day (by 5:00)
Evening	Reading: <ul style="list-style-type: none"> <li>○ KIDAID Case Study</li> <li>○ Planning an Investigation</li> <li>○ BSO Guidelines, Chapter 3 and Annex B (review)</li> <li>○ IASC Protocol/Model Complaints document (review)</li> <li>○ Interviewing Handout</li> </ul>

### Day Two

9:00	Opening, review yesterday, agenda for today
9:15	<b>Session 4. Gathering information (continued from Day 1)</b> Interviewing the SOC
10:15	<b>Session 5. KIDAID case study</b>
11:00	Tea break
11:15	(continued)
12:30	Lunch
1:30	(continued)
3:00	Tea break
3:15	(continued)
4:45	Review and close for the day

### Day Three

9:00	Opening
9:15	<b>Session 6. Closing the investigation, findings, and report writing</b> Closing the investigation Investigation report
10:45	Tea break
11:00	Investigation report (continued) (total 60 minutes) Final outcome, KIDAID study
12:30	Lunch
1:30	<b>Session 7. Review, implementation, next steps</b>
3:00	Tea break
3:15	(continued)
4:00	Post-workshop knowledge check Workshop evaluation Close

### Homework Tuesday Evening

Read and become familiar with:

- Investigation Case Study (handout)
- Planning an Investigation (handout)
- BSO Guidelines, Chapter 3 and Annex B (review)
- IASC Protocol/Model Complaints document (review)
- Interviewing handout